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# SPs

## UNIVERSITY OF CALIFORNIA

**Section:** 23 Environment and Occupational Safety

**Subject:** 23.2 Hazardous, Controlled, and Special Materials

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**PURPOSE:**

This standard practice (SP) sets forth the requirements and methods for acquiring hazardous, controlled, and special materials.

**POLICY:**

The Laboratory shall assure that acquisitions for hazardous, controlled, and special materials are conducted in a manner that protects the environment and the health and safety of the public.

**SCOPE:**

This SP applies to all subcontracts for hazardous, controlled, and special materials.

**Exceptions**

This SP does not apply to subcontracts for

- Precious metals (see SP 8.6, Precious Metals);
- Controlled substances (see SI 8.7, Controlled Substances); or
- Explosives (see SP 23.3, Explosives).

**DEFINITIONS:**

**Controlled and Special Materials**

Hazardous, controlled, and special materials are those products that pose unusual hazards or present unusual problems in acquisition, handling, transportation, or internal control. Any material that is considered hazardous or unusually valuable is considered a controlled material.

**Hazardous Material**

Hazardous material is any substance or material that produces a chemical, physical, or biological hazard. The following are some examples of hazardous materials:

- All chemicals, including organic and inorganic;
- Plastic raw materials in pellets or two-part resin systems but not finished sheet goods, plastic supplies, and products;
- Metal powders, carbides, mercury, cadmium, lead, and any alloys that have a low melting point;
- Brazing and soldering fluxes;
- All compressed or liquified gases and dry ice;

### DEFINITIONS: *(cont)*

- Paints, paint thinners, paint dryers, and paint removers;
- Photographic chemicals, water treatment chemicals, acids, caustics, solvents, refrigeration chemicals, and cutting and tapping fluids;
- Freon and insecticides, herbicides, and dyes of any kind, including laser dyes;
- Solvents and cleaning compounds;
- Petroleum products (but not greases or natural or synthetic motor oil);
- Nuclear materials;
- Ionizing radiation-producing devices and components; and
- Devices that produce mainly ultraviolet light.

The Office of the Federal Register, National Archives and Records Administration, publishes Title 49 Code of Federal Regulations (49 CFR), Transportation. Part 172 of 49 CFR contains a hazardous material table.

### PROCEDURES: Requisitioning

Requirements for hazardous, controlled, and special materials are initiated through a purchase request. The requester must identify on the purchase request the type of materials involved, the potential hazard (e.g., toxic, corrosive, or radioactive), and the designated controlled receiving point. In addition to using the chemical name, the requester must identify chemicals and compounds using the CASR Number, if known.

Laboratory-Specific Instructions: Hazardous, controlled, and special materials may be procured and handled only by personnel knowledgeable of the hazards imposed by those materials. See SI 4.10, Requisition Reviews and Approvals, for the necessary reviews and approvals for hazardous, controlled, and special materials.

**PROCEDURES:** (cont)  
Health and Safety

The Laboratory environment, safety, and health (ES&H) organization assists in the identification of hazardous materials that require special handling and provides information on safe use and storage of these materials. Before issuing a subcontract, the ES&H organization should be contacted for information about radioactive materials and radiation-producing devices and other hazardous materials.

Laboratory-Specific Instructions: At LANL, the ES&H organization is ESH. At LLNL, the ES&H organization is the Hazards Control Department. At LBL, the ES&H organization is Environment, Health, and Safety Division.

Subcontracts  
Requirements

All solicitations and subcontracts for hazardous, controlled, or special material must include the *Hazardous Material Identification and Material Safety Data* clause (FAR 52.223-3). This clause requires the subcontractor to provide a Material Safety Data Sheet (MSDS) for each item and comply with federal, state, and local laws when transporting these materials. See SI 23.2 for the Laboratory-specific shipping address to be inserted in the clause.

Radioactive Materials

In addition to the above clause, subcontracts for radioactive material must include a statement of exemption from the requirement for a license to transfer radioactive by-product material. See SI 23.2 for the required statement.

**RESPONSIBILITIES:**  
Procurement Specialist

The procurement specialist will

- Obtain all necessary reviews and/or approvals required for the acquisition of hazardous, controlled, or special materials;
- Include the *Hazardous Material Identification and Material Safety Data* clause (FAR 52.223-3) in all applicable subcontracts; and
- For subcontracts for radioactive material, advise the subcontractor of the Laboratory's exemption from the requirement for a license to transfer radioactive by-product material.

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**RESPONSIBILITIES:**

*(cont)*

Requester

The requester must identify on the purchase request

- The type of materials being requisitioned, specifying the chemical name and CASR number, if known;
- The potential hazard; and
- The designated controlled receiving point.

**CLAUSE:**

Include the Hazardous Material Identification and Material Safety Data clause (FAR 52.223-3) in all subcontracts and solicitations for hazardous, controlled, or special material.

**REFERENCE:**

Prime Contract Article XIV, Clause 5